

Peace Center of Nevada County

216 B Main Street Nevada City, CA 95959
ncpeace@sbcglobal.net

Activity/Event Proposal Form

Endorse means that the Peace Center lends hearty approval of the activity and authorizes our name to be used in publicity. Your activity will be listed in our Bulletin.

Support means that the Peace Center will provide specific help as agreed. Besides listing your activity in our Bulletin and web site, we could provide other resources as we are able - volunteers, supplies, venue, poster design, speaker. Please make your request specific enough for the Board to decide quickly or start joint planning activity.

Produce is for an activity that you would like the Peace Center to do. This requires forming a PC committee to plan and implement the activity.

Please circle desired Peace Center involvement level:

Endorse only provide items 1. thru 7.

Support only provide items 1. thru 12.

Produce provide all items.

1. Contact Person & Info: _____
2. Sponsoring Organization(s): _____
3. Title: _____
4. Publicity Description (attachment ok): _____
5. Date(s) and Time(s): _____
6. Location (venue): _____
7. Admission Charge Policy: _____

8. Expected Attendance: _____
9. Purpose (Desired Outcome): _____
10. Publicity Plan: _____
11. Insurance Needs: _____
12. Permit Needs: _____

13. Program Plan: _____
14. Equipment & Facilities Plan: _____
15. Food & Supplies Plan: _____
16. Expense Plan: _____
17. Final Disbursement/ Cost Plan: _____